



Travel Authorization Request for Employees

Traveler to complete this section

Name: _____ Employee ID: _____
Traveler Email Address: _____
Beginning Travel Date: _____ End Travel Date: _____
Destination(s): _____
City of Origin: _____ Will meals per diem be requested? Yes No
Speedtype 1: _____ Est. Cost to ST1: _____ P.I for ST1: _____
Speedtype 2: _____ Est. Cost to ST2: _____ P.I for ST2: _____

Please visit the PSC Travel website for information regarding travel - <https://www.cu.edu/psc/travel>

Travel Justification: include 1) Reason for trip, 2) Benefit to University/Sponsor, 3) Conference/meeting name (no acronyms), Conference/meeting date, Title of paper presented (if applicable)

I certify that this travel is for the benefit of the University. If this travel is being charged to a contract or grant, I certify that the travel is beneficial to the project. I agree to abide by all University Travel Policies and State Fiscal Rules. If funds are advanced to me, I hereby appoint and constitute the campus controller or delegate as my attorney-in-fact for the purpose of receiving all funds due me and reimbursing the University of Colorado therefrom and may demand and receive any monies or credits payable to me from the University to the extent necessary to accomplish said reimbursement. I am aware that if my travel record is not cleared within 90 days after the end date of my travel, IRS regulations require that these monies be reported as income to me, Therefore, my record will be forwarded to the University Payroll and Benefits Services office for inclusion in my IRS reportable income.

I agree with the above

Email form with completed top section to your Psychology Business Office contact for approval before travel.

Is this trip in the approved travel budget? Yes No N/A

Does Sponsor require pre-approval for this trip: Yes No N/A

Note: sponsor may require pre-approval 30-60 days before departure date.

Is this trip subject to the Fly America Act? Yes No

Is this trip funded by the U.S. Dept. of Defense or the Secretary of a military department? Yes No

If yes, no exception allowed to the Open Skies Agreements.

Business Office Approval: Yes No

Business Office Signature: _____